

Project Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date] for the [Project Name/Description]. This decision has been made due to the continued delays in project timelines that have not met the agreed-upon schedule.

As per the terms outlined in our contract, we are compelled to terminate this agreement effective [Insert Termination Date]. We appreciate the efforts you have made thus far; however, the delays have significantly impacted our operations and project objectives.

Please consider this letter as formal notice of termination. We request that you cease all project-related work and submit any outstanding invoices for payment by [Insert Deadline for Invoice Submission].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]